**Facilities Naming Policy Committee**

**Monday, November 13th AGENDA**

**4:00-5:30pm**

**Administration Building, Room 22 (upstairs)**

**Long-term target:**

* Develop a policy and/or procedures to use when naming district facilities or fields for recommendation to the Board of Trustees

**Meeting Targets:**

* Review norms for collaborative work
* Review sample naming policies from other districts/organizations
* Develop “Guiding Principals” for draft policy language

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| **TIME** | **ACTIVITY** |
| **4:00-4:10** | Introductions |
| **4:10-4:15** | Review agenda |
| **4:15-4:20** | Review norms for collaborative work   1. Treat each other with dignity and respect. 2. Transparency: avoid hidden agendas. 3. Be genuine with each other about ideas, challenges, and feelings. 4. Trust each other. 5. Listen to understand. 6. The discussion of issues, ideas, and direction will not become a personal attack. 7. Present problems and questions in a way that promotes open discussion and resolution. 8. Promise to come prepared to meetings to value and respect the time and convenience of others. 9. Silence our cell phones. |
| **4:20-4:50** | Review sample naming policies from other districts/organizations ***(Keep, Drop, Create protocol)***   * In small groups (or as a whole if the group is small enough) * Review sample policies and share with each other items that we want to keep, drop, or create from the samples |
| **4:50-5:20** | Develop “Guiding Principals” for creation of policy language using the results of the *keep, drop, create protocol* used in reviewing the sample policies.  What overarching beliefs and/or principals should guide us in the writing of this policy? |
| **5:20-5:30** | Next Steps   * Next meeting:   + Monday, December 2nd   + 4-5:30pm   + Room 22, Administration Building * Heather will bring a first draft of a policy based on the *keep, drop, create protocol* work with the sample policies and the “Guiding Principals” developed by the group * The group will review and suggest revisions |